

PARENT NOTIFICATION**PURPOSE/DESCRIPTION**

The Parent Notification screen provides phone numbers and email addresses for use with the Connect-ED communication system.

Connect-ED is the phone and email service that provides the District/School with the ability to communicate with parents/guardians of students and staff regarding local and widespread emergency situations, attendance notification, and general school announcements.

The school may enter up to 3 phone numbers and 1 email address for each of 2 parent/guardians for each student.

HOW TO ACCESS

At the Main Menu, type **31** and press <ENTER>.

THE PARENT NOTIFICATION CONTACT INFORMATION SCREEN

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*** PARENT NOTIFICATION CONTACT INFORMATION ***  
0 ID #      : 1842      BAHENA, JOSHUA AARON      DIST ID 050196M069  
                1170      1171  
                PARENT/GUARDIAN 1      PARENT/GUARDIAN 2  
CONTACT NAME   : TRACY GORDON      SAM GORDON  
GENERAL PHONE  : 3106322936      8881231234  
ATTENDANCE PHONE: 3106322936      8881231234  
EMERGENCY PHONE : 3106322936      8881231234  
P/G 1 E-MAIL ADDRESS : AAA@YZ.COM  
P/G 2 E-MAIL ADDRESS : CCC@AYA.COM
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CONTROL:

HOW TO ENTER INFORMATION ON THE PARENT NOTIFICATION SCREEN

At ID#, enter the student's 4-digit ID number. Press <ENTER>.

The student name and District ID# will be displayed with all other data entered previously on this screen or in fields appearing on other screens.

The cursor will be at CONTROL at the bottom of the screen.

Type the number of the field you wish to enter/update. Press <ENTER>. The cursor will move to the field indicated. Type in the data for this field and press <ENTER>. Continue to press <ENTER> to advance to the next field(s) to be updated.

To make corrections to previously entered data, type correct data over any data appearing in the field. Press <ENTER>.

NOTE: Do not use the space bar to delete data from a field or from the end of newly entered data. To delete data from a field (when not entering new data), press <CTRL> + **N**. This will delete the previously entered data and move the cursor to the next field.

To move the cursor back to the previous field, press <CTRL> + **B**.

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HOW TO ENTER INFORMATION ON THE PARENT NOTIFICATION SCREEN**(Continued)**

To move the cursor to CONTROL, press <CTRL> + **C**.

At CONTROL, type **FI** and press <ENTER> to file data for this student's record. To access another student on this screen, type this student's 4-digit ID number and press <ENTER>.

To return to the Main Menu, press <CTRL> + **E**.

NOTE: Do not use punctuation on this (or any other) screen(s).

| <u>Field</u> | <u>Name</u> | <u>Size</u> | <u>Description</u> |
|--------------|----------------------|-------------|---|
| 0 | ID# | 4 | Student's four digit ID number |
| 1170 | CONTACT NAME | 20 | Name of parent/guardian 1 |
| 1172 | GENERAL PHONE | 10 | General phone number for parent/guardian 1 |
| 1174 | ATTENDANCE PHONE | 10 | Phone # to call for attendance issues for parent/guardian 1 |
| 1176 | EMERGENCY PHONE | 10 | Emergency phone # to contact parent guardian 1 |
| 1178 | P/G 1 E-MAIL ADDRESS | 40 | Email address for parent/guardian 1 |
| 1171 | CONTACT NAME | 20 | Name of parent/guardian 2 |
| 1173 | GENERAL PHONE | 10 | General phone number for parent/guardian 2 |
| 1175 | ATTENDANCE PHONE | 10 | Phone # to call for attendance issues for parent/guardian 2 |
| 1177 | EMERGENCY PHONE | 10 | Emergency phone # to contact parent guardian 2 |
| 1179 | P/G 2 E-MAIL ADDRESS | 40 | Email address for parent/guardian 1l |